



AN AASIS TRAINING GUIDE

Payroll Due To / Due From using the GD20



**BEST IF PRINTED IN
SLIDE VIEW**



Payroll Due To / Due From using the GD20

- In conjunction with the Trial Balance, this report enables agencies to determine any outstanding payroll due to / due from amounts for closed pay periods June 24, 2001 thru May 25, 2002 that MUST be cleared.
- This reporting tool shows line items that can be 'drilled down' to view details of that item, making it easier for Agencies to research any outstanding payroll due to / due from balance(s) reflected on the Trial Balance.



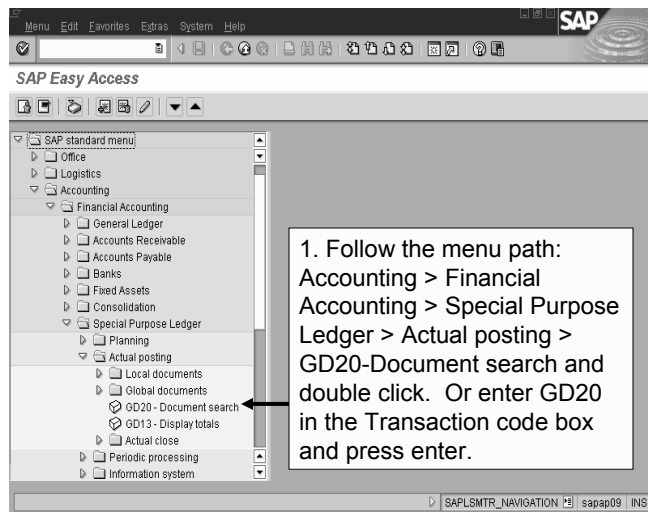
Payroll Due To / Due From using the GD20

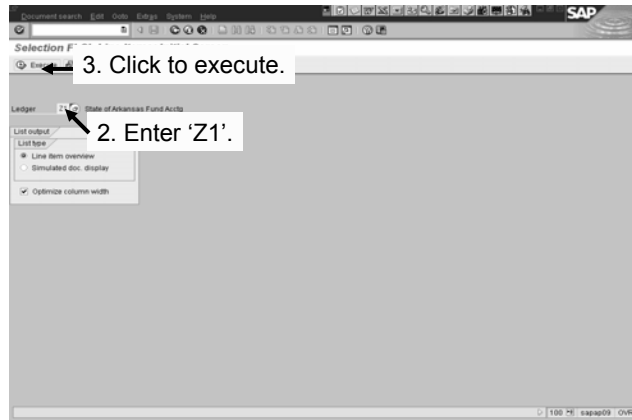
- It's important to note that you need to run the Payroll Due To / Due From using the Trial Balance before running the Payroll Due To / Due From using the GD20.
- To run this report, you will need the role of Agency FI Display All.



Payroll Due To / Due From using the GD20

- The screen shots that follow provide step by step instructions on how to generate the Payroll Due To / Due From using the GD20.
- The follow-on functions such as downloading to desktop applications like excel, pivot table, or access can be found in the generating report handbook located on the AASIS website at:
http://aasis.state.ar.us/Training/Courses/Special_Topics.htm







Program Edit Goto System Help

✓ [Icons]

Select Line Item: Selection Ledger Z1

[Icons]

4. Click on 'Get variant'.

Record type					
Version					
Fiscal year	2002	to			
Company code		to			
Account number		to			
Business area		to			
Functional area		to			
Cost center		to			
Fund		to			
Order		to			
WBS element		to			
Stat. key figure		to			
Funds center		to			
Fund type		to			
Commitment item		to			
Logical system		to			
Partner co. code		to			
Partner acct number		to			
Prod. bus. area		to			

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Program Edit Goto System Help

SAP

Select Line Item: Selection Ledger Z1

Record type 0 to

Version to

Fiscal year 2002 to

Company code to

Account number to

Business area to

Functional area to

Cost center to

Fund to

Order Find variant

WBS elem

Stat. key fig

Funds cent

Fund type

Commitme

Logical sys

Partner co

Partner acc

Find variant

Variant

Environment

Created by DN.JOLLEY

Changed by

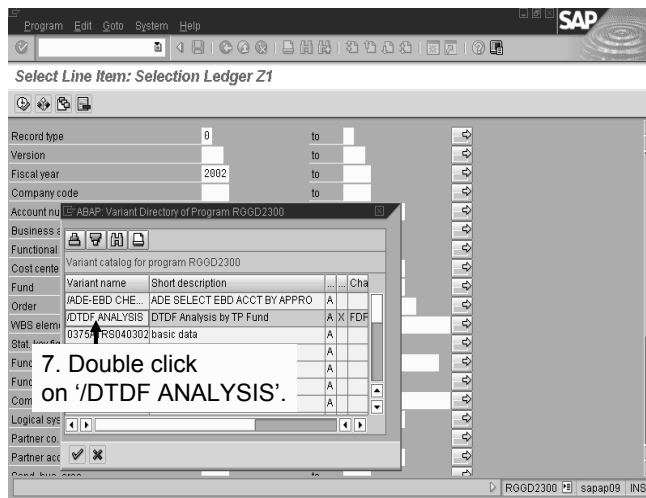
Original language

Execute

6. Click to execute.

5. Delete name in the 'Created by' field.

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Program Edit Order System Help

Select Line Itx

9. Click to execute.

Record type	0		
Version	to		
Fiscal year	2002	to	
Company code	40X	to	
Account number	1140003000	to	
Business area	to		
Functional area	to		
Cost center	to		
Fund	PAYROLL	to	
Order	to		
WBS element	to		
Stat. key figure	to		
Funds center	to		
Fund type	to		
Commitment item	to		
Logical system	to		
Partner co. code	to		
Partner acct. number	to		
Trading part. BA	to		
Sender cost center	to		
Partner func. area	to		
Fund	FEE0131		
Order			
WBS element			
Stat. key figure			
Transaction currency			
Base unit of measure			
Debit credit ind.			

8. Enter the Trading Partner Fund (Agency's fund). The fund used in this example is FEE0131.

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Display of selected line items.

See Display of selected line items.

10. If more detail is needed, double click on any line item to drill-down and view more information.

Line	Item	Year	Code	Account	CYCS	Ref100	Doc No	LNK100	Trans cur	Co-Cl	Cur2	RefDocum	Entry Date	Time	User Name	Doc No
21	01	2002	ARK	1140003000	USD	1	1000000943	000000	9,682.53	9,682.53	USD	7324	07/19/2001	13:10:44	LANAGENT	7000026
21	01	2002	ARK	1140003000	USD	1	1000000944	000000	34,157.83	34,157.83	USD	7325	07/19/2001	13:10:44	LANAGENT	7000027
21	01	2002	ARK	1140003000	USD	1	1000020163	000000	43,840.16	43,840.16	USD	7326	07/19/2001	13:10:44	LANAGENT	7000028
21	01	2002	ARK	1140003000	USD	1	1000248200	000000	4,232.64	4,232.64	USD	7327	07/19/2001	13:10:44	LANAGENT	7000029
21	01	2002	ARK	1140003000	USD	1	1000223080	000012	43,770.87	43,770.87	USD	7328	07/19/2001	13:10:44	LANAGENT	7000030
21	01	2002	ARK	1140003000	USD	1	1000248414	000000	4,232.64	4,232.64	USD	7329	07/19/2001	13:10:44	LANAGENT	7000031
21	01	2002	ARK	1140003000	USD	1	1000223080	000000	4,727.03	4,727.03	USD	7330	07/19/2001	13:10:44	LANAGENT	7000032
21	01	2002	ARK	1140003000	USD	1	1000223080	000000	4,478.28	4,478.28	USD	7331	07/19/2001	13:10:44	LANAGENT	7000033
21	01	2002	ARK	1140003000	USD	1	1000223080	000000	34,574.56	34,574.56	USD	7332	07/19/2001	13:10:44	LANAGENT	7000034
21	01	2002	ARK	1140003000	USD	2	1000515250	000000	4,727.03	4,727.03	USD	7333	07/19/2001	13:10:44	LANAGENT	7000035
21	01	2002	ARK	1140003000	USD	2	1000515250	000000	4,478.31	4,478.31	USD	7334	07/19/2001	13:10:44	LANAGENT	7000036
21	01	2002	ARK	1140003000	USD	2	1000515251	000000	44,026.15	44,026.15	USD	7335	07/19/2001	13:10:44	LANAGENT	7000037
21	01	2002	ARK	1140003000	USD	2	1000527665	000000	46,506.46	46,506.46	USD	7336	07/19/2001	13:10:44	LANAGENT	7000038
21	01	2002	ARK	1140003000	USD	2	1000527671	000000	4,232.62	4,232.62	USD	7337	07/19/2001	13:10:44	LANAGENT	7000039
21	01	2002	ARK	1140003000	USD	2	1000505056	000004	8,959.05	8,959.05	USD	7338	07/19/2001	13:10:44	LANAGENT	7000040
21	01	2002	ARK	1140003000	USD	2	1000751740	000000	4,232.62	4,232.62	USD	7339	07/19/2001	13:10:44	LANAGENT	7000041
21	01	2002	ARK	1140003000	USD	2	1000763376	000000	4,232.62	4,232.62	USD	7340	07/19/2001	13:10:44	LANAGENT	7000042
21	01	2002	ARK	1140003000	USD	2	1000765373	000000	3,995.90	3,995.90	USD	7341	07/19/2001	13:10:44	LANAGENT	7000043
21	01	2002	ARK	1140003000	USD	2	1000766664	000000	4,000.00	4,000.00	USD	7342	07/19/2001	13:10:44	LANAGENT	7000044
21	01	2002	ARK	1140003000	USD	2	1000766665	000000	39,300.00	39,300.00	USD	7343	07/19/2001	13:10:44	LANAGENT	7000045
21	01	2002	ARK	1140003000	USD	2	1000769045	000000	3,995.90	3,995.90	USD	7344	07/19/2001	13:10:44	LANAGENT	7000046
21	01	2002	ARK	1140003000	USD	2	1000767966	000000	43,367.84	43,367.84	USD	7345	07/19/2001	13:10:44	LANAGENT	7000047
21	01	2002	ARK	1140003000	USD	3	1001018397	000000	15,459.27	15,459.27	USD	7346	07/19/2001	13:10:44	LANAGENT	7000048
21	01	2002	ARK	1140003000	USD	3	1001018398	000000	94,027.51	94,027.51	USD	7347	07/19/2001	13:10:44	LANAGENT	7000049
21	01	2002	ARK	1140003000	USD	3	1001018399	000000	147,995.67	147,995.67	USD	7348	07/19/2001	13:10:44	LANAGENT	7000050
21	01	2002	ARK	1140003000	USD	3	1001018381	000000	15,076.44	15,076.44	USD	7349	07/19/2001	13:10:44	LANAGENT	7000051
21	01	2002	ARK	1140003000	USD	3	1001015382	000000	19,462.54	19,462.54	USD	7350	07/19/2001	13:10:44	LANAGENT	7000052
21	01	2002	ARK	1140003000	USD	3	1001018216	000000	19,462.54	19,462.54	USD	7351	07/19/2001	13:10:44	LANAGENT	7000053
21	01	2002	ARK	1140003000	USD	3	1001084210	000004	22,530.45	22,530.45	USD	7352	07/19/2001	13:10:44	LANAGENT	7000054
21	01	2002	ARK	1140003000	USD	3	1001245170	000000	11,825.32	11,825.32	USD	7353	07/19/2001	13:10:44	LANAGENT	7000055
21	01	2002	ARK	1140003000	USD	3	1001245176	000000	33,569.91	33,569.91	USD	7354	07/19/2001	13:10:44	LANAGENT	7000056
21	01	2002	ARK	1140003000	USD	3	1001248963	000000	3,873.55	3,873.55	USD	7355	07/19/2001	13:10:44	LANAGENT	7000057
21	01	2002	ARK	1140003000	USD	3	1001250540	000000	45,335.23	45,335.23	USD	7356	07/19/2001	13:10:44	LANAGENT	7000058



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Display payroll

05/24/2002 Posting

Run Document: 0000007324 Posting curr.:
Ref. doc: ARKPR00014 Doc. type:
Run type: PP Posting date:
Doc. type: 6/L acc. doc. Doc. date:
Bus. transaction

Columns: Optimize width
Erase to column
Unfreeze columns

11. To expand the columns, go to View>Columns>Optimize width and click.

M	S	BA	Tx	Line	RTyp	Account no. w. text	CO acc. uss.	Debit amt
		0500			6/LN	5010001000 00 Regular Salaries	CClr 349431 PSPE1%	7,759.09
		0500			6/LN	5010005000 03 FICA & Medic Exp	CClr 349431 PSPE1%	579.31
		0500			6/LN	5010006000 03 Ben Insu Exp RAL	CClr 349431 PSPE1%	1,343.53
		0500	S		6/LN	2115001000 Sal Accrued AP		
* Posting document 0000007324								9,682.53

05/24/2002 Posting document

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Display 13. Click on Choose.

05/24/2002 Posting document

Run 0000000013
Document 0000007324
Ref. doc. ARKPR00014
Run type PP
Doc. type 6/L acc. doc.

Posting curr. USD
Doc. type YB
Posting date 07/13/2001
Doc. date 07/13/2001
Bus. trans.

See the FI posting document.

See the account assignment.

M	S	BA	Tx	Line	PTyp	Account no. w. text	CO acc. ass.	Debit amnt
<input checked="" type="checkbox"/>		0500			6/LN	5010001000 00 Regular Salaries	Cctr 349431 PSPEIN	7,759.69
<input type="checkbox"/>		0500			6/LN	5010005000 03 FICA & Medic Exp	Cctr 349431 PSPEIN	579.31
<input type="checkbox"/>		0500			6/LN	5010006000 03 Ben Ins Exp HML	Cctr 349431 PSPEIN	1,343.53
<input type="checkbox"/>		0500	S		6/LN	2115001000 Sal Accrued AP		
Posting document 0000007324								9,682.53

12. If you have the role of Agency HR-FI Posting Specialist, you can view the related Human Resource data by clicking in the box(es) to the left of the line(s).

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Display Details for Payroll Posting Document

See the HR data related to the document line item(s) selected.

Start/FP	End/FP	Pers. no.	Name of employee or applicant	Cost ct	Account no.	w	text	Wage	W
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1211	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1208	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1114	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1252	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1250	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1845	/
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1208	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1251	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1250	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1845	/
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1208	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1211	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1208	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1114	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1211	1
06/24/2001	07/07/2001			349431	5010001000	00	Regular	1208	1

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Payroll Due To / Due From using the GD20

To clear outstanding Due To/Due From amounts for closed periods, follow the procedures below:

- Align Agency Funds using the Cash Operating Transfer Form and process internally. For Service Bureau Agencies, complete and submit the Cash Operating Transfer form for Service Bureau Agencies for processing. The Cash Operating Transfer form is located on the AASIS website at <http://aasis.state.ar.us/msofficedocs/FIpayrollprocess2.doc>



Payroll Due To / Due From using the GD20

To clear outstanding Due To/Due From amounts for closed periods, follow the procedures below (continued):

- Complete the Payroll Fund Transfer form located on the AASIS website at http://aasis.state.ar.us/msofficedocs/FormsInstructions/Request_for_Payroll_Funds_Transfer.doc
- Send the Payroll Fund Transfer form to Catherine Hickerson in the Office of Accounting. You may call Catherine at 682-5402 or email her at catherine.hickerson@dfa.state.ar.us.